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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies

**FROM:** OA, Division of Accounting

**DATE:** April 19, 2002

**RE:** BPRO Table Update Authority

Effective April 23, 2002, the update security for the Billing Profile (BPRO) table will be changed from state agencies to OA, Accounting. This change is to ensure that both a billing profile code and associated vendor number exist on the vendor and billing profile tables in a consistent format.

OA, Accounting will be working on the conversion of the BPRO table to include a vendor number beginning with "I" and followed by the associated agency and organization number. This vendor number will be the first line of the BPRO address in accordance with the Interagency Billing Redesign. OA, Accounting will contact state agencies if an agency/organization vendor number does not currently exist. The BPRO table will not be updated in SAM II Financial until the first week of July.

Effective April 23, 2002, agencies can Ad Hoc route BPRO updates to the OA, Accounting using OK099 (Customer Adds). Any **additions** to the BPRO tables must include a vendor number in the following format: I", agency number (3 digits), organization number (4 digits) and be entered on the first line of the BPRO address line. This vendor number must be established on the vendor file prior to submitting a BPRO entry.

If you have any questions, please contact the OA, Division of Accounting Agency Customer Service Coordinator's Desk. Your Agency Customer Service Coordinator will contact OA, Accounting if they need assistance.